



**Matthew H. Mead**  
Governor

# STATE OF WYOMING

## DEPARTMENT OF ADMINISTRATION AND INFORMATION

### Human Resources Division

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**Dean Fausset**  
Director  
**Dave Urquidez**  
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February 3, 2015

Agency Human Resource Professionals:

Re: Agency Requests for State of Wyoming Internship Reimbursement Program

If your agency wishes to participate in the State of Wyoming 2015 Internship Reimbursement Program you may now submit your agency request.

The program began in 2002 and provides opportunities for students to gain first-hand knowledge and understanding of governmental processes through pre-professional work.

Agencies participating in the program will be reimbursed \$9.00 per payroll hour for each approved intern. The program allows reimbursement up to a total of 520 hours per intern. The term of employment can start May 1<sup>st</sup> 2015. In order to be considered for an internship in this program the student applicant must be enrolled in a college, university, or technical-vocational school and have at least a sophomore standing. Technical-vocational school students must have completed at least one year. While all students may apply, preference will be given to students studying within the State of Wyoming.

If your agency is interested in this program, please complete the "[Request for Internship Reimbursement 2015](#)" form and submit it to the A&I –HRD Internship Reimbursement Program Coordinator. The number of Internships is limited. Agency requests submitted by EOB February 17, 2015 will be given first consideration.

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